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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 8735.2B**Effective Date: August
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Subject: Management of Government Quality Assurance Functions for NASA Contracts

Responsible Office: Office of Safety and Mission Assurance[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |
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Chapter 5. NASA Letters of Delegation (LOD)

5.1 Overview

FAR Part 42 and NFS Part 1842 specify that contracting officers may delegate contract administration or specialized support services. This chapter describes the planning, composition, and issuance of LODs which identify specific delegated Government contract quality assurance functions.

5.2 LOD Content

5.2.1 NASA Form (NF) 1430B specifies contract administration quality assurance functions assigned to a delegated agency, including requirements and sample text for NASA LODs. Requirements are identified as either mandatory or discretionary. Mandatory requirements apply to all LODs. Discretionary requirements are assigned on a case-by-case basis and will vary from contract to contract due to projected program/project risk. Regardless of whether a requirement is mandatory or discretionary, contracting officers are encouraged to use the standardized sample text provided in NF 1430B.

5.2.2 The delegation requirements of NF 1430B are not intended to be all inclusive or to preclude contracting officers, program/project management, or SMA personnel from incorporating additional requirements in the LOD based on program/project needs.

5.2.3 The requirements of NF 1430B are provided in a menu format, enabling contracting officers to readily identify whether a surveillance function is to be delegated or retained.

5.2.4 The program/project or SMA lead shall identify the surveillance functions to be delegated by providing a completed NF 1430B to the contracting officer (Requirement)

5.2.5 Contracting officers shall incorporate the following in LODs as provided by the program/project or SMA Lead (Requirement):

- a. Quality assurance surveillance requirements via NF 1430B.
- b. Name, location, and telephone number of the designated SMA Point of Contact (POC)

who serves as NASA's principal POC and technical/contractual authority liaison for matters pertaining to the delegation and a request for the delegated agency to include this information in letters of redelegation.

- c. The identification of any quality assurance decisions which require review by the NASA SMA Lead prior to, and after acceptance for, the Government.
- d. Point of contact for obtaining assistance with locating any NASA-unique documents.
- e. Dates, frequency, and distribution for submittal of required delegated agency reports.
- f. Information concerning assignment of NASA technical representatives at the contractor's facility including names and functions to be performed.
- g. Request for the name of the delegated agency representative to serve as the principal point of contact for the facility where the delegated functions are to be performed.
- h. Extent of redelegation authority.
- i. Criteria for delegated agency selection of mandatory actions if applicable.
- j. Special instructions on preparation and distribution of shipping and acceptance documents.
- k. Identification of the delegated agency's responsibility for interim acceptance and for support at the remote site where final acceptance is to occur (for circumstances where final acceptance of supplies and services is not to occur at the contractor's facility).
- l. Instructions regarding the respective responsibilities and authority of the delegated agency and NASA personnel (for circumstances where the delegated activities involve interface with NASA personnel (e.g., end item test and inspection)).
- m. Identification of special training and qualification requirements for personnel performing delegated functions, including special process certifications (e.g., nondestructive testing, workmanship) and job classifications or competencies of personnel needed (e.g., safety engineer).

5.3 Redelegations

5.3.1 Redelegation is the formal action taken by a delegated agency when a portion of the required SMA functions cannot be performed because of geographical location, facility cognizance, technical or administrative capability limitations, or inter-Governmental Agency agreements. The NASA Center may choose to withhold redelegation authority, provide complete redelegation authority, or provide the delegated agency with specific directions on functions to be redelegated. Redelegation is performed by the cognizant contracting officer in accordance with FAR and NFS procedures.

5.4 Action upon Completion of Delegated Functions

5.4.1 Delegated agency facility quality assurance files are normally considered closed when the last supplies/services on the contract have been delivered/performed. Contract close-out is performed by the cognizant contracting officer in accordance with FAR and NFS procedures. The contracting officer shall advise the delegated agency to retain the delegation for easy retrieval and to hold the delegation open when conditions exist or are expected that would justify extension of the contract period of performance (Requirement).

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